



DEPARTMENT OF THE NAVY  
COMMANDER NAVY REGION SOUTHWEST  
937 N. HARBOR DR.  
SAN DIEGO, CA 92132-0058

IN REPLY REFER TO:  
COMNAVREGSWINST 6200.1G  
N32MA

2 MAY 2006

COMNAVREGSW INSTRUCTION 6200.1G

From: Commander, Navy Region Southwest

Subj: U.S. DEPARTMENT OF AGRICULTURE INSPECTION OF SHIPS  
ARRIVING IN NAVY REGION SOUTHWEST PORTS

Ref: (a) SECNAVINST 6210.2A  
(b) COMPACFLTINST 6250.1  
(c) Military Cooperator Plant Protection and Quarantine  
Officer Inspection Manual

Encl: (1) Sample Letter of Certification of Agriculture  
Clearance  
(2) USDA Form AI-288  
(3) Instructions for Completion of USDA Form-288

1. Purpose. To provide procedures for agriculture quarantine inspections of ships, submarines and aircraft by specially trained and certified shipboard personnel, or in their absence, U.S. Department of Agriculture (USDA) Plant Protection and Quarantine Officers (PPQO), and to emphasize the need for compliance with reference (a). This instruction has been completely revised and should be read in its entirety.

2. Cancellation. COMNAVREGSWINST 6200.1F.

3. Background

a. Plant and animal pests cost U.S. citizens billions of dollars annually in damage to crops, herds and forests. Many of these destructive pests entered the U.S. from abroad prior to establishment of quarantines. Prohibitive and restrictive legislation found in CFR Title 9, the Plant Quarantine Act of 1912, Mexican Border Act of 1942, Federal Plant Pest Act of 1957 and various animal quarantine laws were promulgated to prevent the entry, re-entry or spread of foreign or Hawaiian pests and diseases of plants and animals. Quarantine and/or regulations apply to plants, livestock, plant and animal by-products, and related materials capable of introducing pests and diseases, and specifically apply to vessels, including Navy ships, planes and crewmembers returning from foreign ports and Hawaii.

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b. The State of California defines garbage in the same fashion as USDA, except California considers garbage from all sources beyond state borders as foreign garbage. Regulated garbage includes waste material as defined from all foreign countries, plus Hawaii, Puerto Rico, the Virgin Islands, Guam and all other insular possessions of the United States. Garbage from Canada is treated as domestic garbage from the continental United States.

#### 4. Policy

a. Cooperator Plant Protection and Quarantine Officers (CPPQO), described in reference (b), will conduct a thorough agricultural inspection of the ship, ensuring full compliance with USDA Animal and Plant Health Inspection Service, Plant Protection and Quarantine (APHIS-PPQ) regulations.

b. USDA PPQO will board the following on arrival:

(1) All ships that arrive directly from foreign ports.

(2) All ships that arrive directly from, or transit via, Hawaii. (Ships are boarded in Hawaii because of their foreign origin. Ships from Hawaii are boarded in CONUS because of their Hawaiian origin.)

c. The PPQO will be met at the gangway by the CPPQO. Ships without their own CPPQO may elicit assistance from ships in company or have one flown out to them. An inspector from another ship must ride the ship in to make final clearance pierside. This procedure does not close the quarterdeck unless USDA violations are noted. In the absence of a CPPQO, the Supply Officer will meet the PPQO and escort the inspector on an inspection tour of the galley and food storage facilities. No one will be allowed on or off the ship until the inspection has been completed. Ships not ready to receive inspectors shall be quarantined until they are ready.

5. Action. Addressees are requested to disseminate the information contained in this instruction to all ships under their command for guidance when entering CONUS through NRSW ports from foreign ports and Hawaii. In addition, the provisions of reference (a) should be emphasized to preclude the possibility of inadvertent violations. The inspection of all ship spaces shall be concluded prior to CPPQO preparing the Letter of Certification of Agricultural Clearance, enclosure (1). The letter should be typed in advance and presented to the PPQO. CPPQOs will prepare

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USDA Form-288, enclosure (2), in addition to the Letter of Certification of Agriculture Clearance, utilizing instructions laid out in enclosure (3). For more information please visit [http://www.aphis.usda.gov/ppq/manuals/port/pdf\\_files/MAC\\_in\\_PDF/AAppendixA\\_Forms.pdf](http://www.aphis.usda.gov/ppq/manuals/port/pdf_files/MAC_in_PDF/AppendixA_Forms.pdf).

a. Ships arriving from foreign ports:

(1) Prohibited Agricultural Products. The following, either as provisions or as private purchases, are prohibited and should be utilized or consumed before arrival at U.S. or Hawaiian ports:

(a) All foreign grown fruits and pulpy type vegetables such as cucumbers, eggplant, melons, peppers and tomatoes.

(b) Meat and meat products, dairy and dairy products, and eggs originating in or transiting any foreign country, except Australia, Canada, Iceland or New Zealand, and have maintained their identity of origins.

(c) Rice straw rope and rice straw packing material is prohibited. Other hay and straw is prohibited from all countries infected with foot-and-mouth disease, rinderpest or fever ticks.

(2) Agricultural Products. The following agricultural products may be used aboard ship, but must not be off-loaded without inspection and specific permission from a PPQO:

(a) Root type crops (potatoes, carrots, beets, turnips, etc.), allium crops (onions, leeks, shallots, scallions, etc.) and leafy vegetables (lettuce, cabbage, cauliflower, rhubarb, etc.).

(b) Dressed poultry and hermetically sealed, canned, boneless, shelf-stable meats. (Fish is not a USDA regulated item.)

(c) U.S. mainland grown fruits and vegetables laden in CONUS ports that are still in unbroken or unopened cases with identity labels intact.

(d) Meat products, dairy products and eggs originating/obtained from Australia, Canada, New Zealand, Iceland, or Ireland.

(3) Living Plants, Birds and Animals. The entry of all living plants (including bonsai trees), animals, and birds, which

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are carried as mascots or pets are subject to various regulations of different government agencies. These items cannot be permitted ashore in the U.S. prior to release by a PPQO. The entry of insects is regulated by PPQO. Report the presence of honeybees (swarms or individual bees) or any bee activity to the nearest USDA office.

(4) Garbage. Garbage, as defined by USDA, means all waste material derived in whole or in part from fruits, vegetables, meats, or other plant or animal (including poultry) material, and other refuse including food wrappers or packaging. While in U.S. waters, ship's garbage will be retained on board in leak proof, covered containers, kept inside the railings, and will not be discharged without authorization by a PPQO. U.S. Navy procedures for collection and disposal of garbage within NRSW Ports are approved by USDA and constitute all the authorization needed for such discharge. Wet garbage and dry trash will be segregated and kept in separate containers for disposal. All wet garbage will be picked up daily for steam sterilization. Port Operations will provide a portable sterilizer to transport wet garbage or prohibited foods.

b. Ships arriving from Hawaii. Ships arriving from Hawaii will be boarded in CONUS as if arriving from a foreign port. Plant products grown or purchased in Hawaii are subject to the same regulations as foreign-grown or purchased products. The exception is pineapple, which may be used without restriction. Meat products, dairy products and eggs from Hawaii are unrestricted.

c. Inspection and Letter of Certification. Ships without CPPQOs shall present a Letter of Certification of Agricultural Clearance similar to the example in Enclosure (1). Prior to signing this letter the Commanding Officer shall ensure a thorough inspection of the ship has been made, including pantries, refrigeration spaces, storerooms, galleys, crew lockers, and military passenger and tiger cruise participant bags loaded in foreign ports or Hawaii to determine whether any prohibited material should be destroyed. Questionable material should be safeguarded and the PPQO notified upon arrival.

  
M. R. ALLEN  
Chief of Staff

Distribution:

Electronic only, via CNRSW Directive Web site  
<http://www.cnrsw.navy.mil/Admin/index.htm>

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**SAMPLE LETTER OF CERTIFICATION OF AGRICULTURE CLEARANCE**

From: Commanding Officer, USS ALWAYS SAIL (AO-00)  
To: U.S. Department of Agriculture, Plant Protection and  
Quarantine, San Diego

Subj: AGRICULTURE CLEARANCE

1. This is to certify to the best of my knowledge, the crew has no plants or prohibited agricultural material on board. A thorough inspection has been made of crew baggage, lockers, all pantries, galleys, refrigerators and reefer boxes, storerooms and military passengers, as well as tiger cruise participants boarded/loaded in foreign ports or Hawaii.

2. No one will be allowed on or off the ship until the Plant Protection and Quarantine Officer has completed the agricultural inspection.

A. B. SEA

Enclosure (1)

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**Example of CBP Form AI-288, Ship Inspection Report Can Be Found @**[http://www.aphis.usda.gov/ppq/manuals/port/pdf\\_files/MAC\\_in\\_PDF/MACLOT.pdf](http://www.aphis.usda.gov/ppq/manuals/port/pdf_files/MAC_in_PDF/MACLOT.pdf)DEPARTMENT OF HOMELAND SECURITY  
U.S. Customs and Border Protection**SHIP INSPECTION REPORT**

1. PORT REPORTING		2. FLAG/NAME OF VESSEL		3. DOCK	
4. FROM (Port and Country)		5. VIA			
6. ARRIVAL DATE	7. ARRIVAL TIME ETA                      ACTUAL		8. INSPECTION DATE		9. INSPECTION TIME FROM                      TO
10. NUMBER PASSENGERS AND CREW CLEARED		11. NUMBER PIECES OF BAGGAGE		12. PROPOSED DEPARTURE DATE	
<b>PROHIBITED AND/OR RESTRICTED AGRICULTURAL MATERIALS</b>					
13. COMMODITY		14. LOCATION		15. COUNTRY OF ORIGIN	
16. SAFEGUARD AND/OR DISPOSITION PRESCRIBED					

**SAFEGUARD NOTICE:** While this vessel is in the territorial limits of the United States, no crew member or other person shall remove any of the following items except by specific permission of an Agricultural Officer: (1) fruits, vegetables, meats, or other animal products; (2) live plants; (3) live birds; (4) hay, straw, rice hulls, hold sweepings or dunnage; (5) garbage from food materials including rootcrop bags, meat wrappers, or other food containers. **GARBAGE MUST BE KEPT IN COVERED, LEAKPROOF CONTAINERS INSIDE THE VESSEL'S RAILINGS AT ALL TIMES.**

If any agricultural items are sealed, the seals are not to be broken or removed while this vessel is within territorial limits of the United States except under direct of a Customs and Border Protection – Agriculture Inspection Officer.

**WARNING NOTICE:** Violations of the above requirements can result in criminal fines in accordance with Title 18, United States Code and imprisonment for up to one year, or both, or civil penalties of up to \$250,000 per violation.

17. I fully understand the safeguards prescribed above.		
SIGNATURE OF RESPONSIBLE SHIP'S OFFICER		DATE

18. CONDITION OF GARAGE CONTAINERS WHEN INSPECTED			DEFICIENT CONDITION CORRECTED <input type="checkbox"/> YES <input type="checkbox"/> NO	19. SHIP AREAS NOT INSPECTED <input type="checkbox"/> QUARTERS <input type="checkbox"/> DRY STORES <input type="checkbox"/> PANTRY	HOLDS INSPECTED (identify)	20. LIVE ANIMALS/BIRDS ABOARD <input type="checkbox"/> YES <input type="checkbox"/> NO TYPE: _____ NUMBER: _____
COVERED <input type="checkbox"/> YES <input type="checkbox"/> NO	INSIDE RAILING <input type="checkbox"/> YES <input type="checkbox"/> NO	LEAKPROOF <input type="checkbox"/> YES <input type="checkbox"/> NO				

**APHIS MARPOL ANNEX V COMPLIANCE CHECKLIST**

THE FOLLOWING OBSERVATIONS WERE MADE BY CBP-AI PERSONNEL AFTER INSPECTING VESSEL'S WASTE HANDLING PROCEDURES AND EQUIPMENT:

21. <input type="checkbox"/> YES <input type="checkbox"/> NO	THERE IS A FUNCTIONAL INCINERATOR OR OTHER DISPOSAL METHOD ABOARD.
22. <input type="checkbox"/> YES <input type="checkbox"/> NO	THE RESPONSIBLE VESSEL REPRESENTATIVE WAS REQUESTED TO SHOW, AND DID PRODUCE A GARBAGE PICKUP RECEIPT OR OTHER EVIDENCE OF LAWFUL DISPOSAL OF PLASTICS ASHORE.

**ALERT:** REPORT THE PRESENCE OF HONEY BEES (swarms or individual bees) TO THE NEAREST AGRICULTURAL OFFICER. TELEPHONE \_\_\_\_\_

23. REMARKS		
24. SUBSEQUENT PORTS OF CALL (Notified)	25. NUMBER PASSENGERS	26. CBP OFFICER'S SIGNATURE

CBP FORM AI-288 (09/05)

Enclosure (2)

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## CBP Form AI-288, Ship Inspection Report Completion Instructions

**Purpose**

CBP Form AI-288 serves the following purposes:

- ◆ Port record of the ship inspection
- ◆ Order to the Captain or other responsible ship's officer to take or observe designated safeguards and documented agreement to those safeguards
- ◆ Means of notifying subsequent ports of observations made and disposition actions taken during ship boarding
- ◆ Means to document the agreement to safeguard restricted items and garbage, or materials under seal while in U.S. territorial waters during the voyage
- ◆ Warning notice on the vessel when khapra beetle suspects are found
- ◆ Evidence for a garbage violation case

**Instructions**



To complete this form, follow the instructions in Table A-1-3.

**TABLE A-1-3: Instructions for Completing CBP Form AI-288, Ship Inspection Report**

Block	Instructions
1	List the name of the city and State of your port
2	List the flag (country of registry) and name of vessel (two-letter PINET code/ name of vessel)
3	List the dock
4	List the country of origin
5	Fill in
6	List the date of arrival
7	List the estimated time of arrival (ETA) and the actual time of arrival
8	List the date of inspection
9	List the beginning and ending time of ship boarding
10-11	List the number of passengers disembarking at your port and the number of pieces of baggage; if none, enter 0
12	List the proposed date of departure (important for planning any future reboardings and/or to give the next port advanced notice)
13	<ul style="list-style-type: none"> <li>◆ List the names and quantities (in kilos) of commodities (meats, animal products, fruits, and vegetables) that are restricted or prohibited</li> <li>◆ <b>DO NOT</b> list fruits and vegetables which are listed in the <i>Fruits and Vegetables Manual</i> as enterable unless treatment is a condition of entry or inspection discloses a pest risk requiring a specific safeguard or disposition</li> </ul>
14	<ul style="list-style-type: none"> <li>◆ List location by using the following letters: B for baggage, Q for quarters, S for stores, and F for ship's furnishings</li> <li>◆ Write the number of interceptions after the letter for material intercepted and destroyed, such as "B-3" for three interceptions in baggage</li> </ul>

Enclosure (3)

**TABLE A-1-3: Instructions for Completing CBP Form AI-288, Ship Inspection Report (continued)**

Block	Instructions
15	List the country of origin for each commodity
16	<p>Fill in a statement to be used for safeguard and/or disposition prescribed, as follows:</p> <ul style="list-style-type: none"> <li>◆ Enter "To remain under seal while in territorial waters of the United States." for items such as fruit fly hosts and meat or meat products which require sealing, or for a garbage violation</li> <li>◆ Enter other appropriate statements, such as: <ul style="list-style-type: none"> <li>❖ May be used while in port</li> <li>❖ To remain under seal pending treatment</li> <li>❖ Destroyed</li> <li>❖ See <i>Remarks</i></li> </ul> </li> </ul>
17	Have the Captain or highest officer aboard the vessel read the Safeguard Notice and sign the block
18	Person signing Block 17 lists title
19	Have the person signing enter the date signed
20	Check yes or no as condition of garbage containers observed
21	<ul style="list-style-type: none"> <li>◆ Check any ship areas that were <b>not</b> inspected</li> <li>◆ If Holds were inspected, then list</li> </ul>
22	<ul style="list-style-type: none"> <li>◆ Check as appropriate</li> <li>◆ If any live animals or birds are aboard, then list the type and number of regulated animals only; <b>do not</b> list cats or dogs</li> </ul>
23	<p>If there is a functional incinerator or other disposal method aboard, check YES; if not, check NO</p> <div style="text-align: center;">   <b>Important</b> </div> <p><b>The following checks in Block 23 and Block 24 constitute a violation of MARPOL Annex V:</b>  23) No  24) No</p>
24	<p>Check YES or NO as appropriate and list the title of the ship's representative</p> <div style="text-align: center;">   <b>Important</b> </div> <p><b>The following checks in Blocks 23 and Block 24 constitute a violation of MARPOL Annex V:</b>  23) No  24) No</p>



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## CBP Form AI-288, Ship Inspection Report Completion Instructions

**TABLE A-1-3: Instructions for Completing CBP Form AI-288, Ship Inspection Report (continued)**

Block	Instructions
25	<p>List any additional information or supplemental data as appropriate, such as the following:</p> <ul style="list-style-type: none"> <li>◆ If crew member informs you that plastics were dumped at sea, then write the crew member's statement and have crew member sign</li> <li>◆ Reference if fumigation was voluntary, i.e., carrier choice as alternate to waiting for pest identity confirmation</li> <li>◆ Reference to cargo that CBP at next port of call should know about</li> <li>◆ Reference to giving a copy to Master or other officer</li> <li>◆ Warning notice</li> <li>◆ Dry stores fumigated</li> <li>◆ Enter number and types of seals applied, serial numbers, and exact locations of seals; e.g., "USDA Tyden seal #4967 on cage locker inside the vegetable reefer"</li> <li>◆ Indicate when a ship that sailed foreign without fumigation returns with an acceptable foreign fumigation certificate</li> <li>◆ Enter a dollar sign (\$) if you have assessed and collected a spot settlement for a garbage violation and state the nature of the violation and the amount of penalty</li> <li>◆ If a pet bird is aboard the vessel, write the following statement and get the Captain's signature: "I agree to keep the bird(s) caged or tethered and kept in a ship's cabin while in U.S. territorial waters." <i>[Captain's Signature]</i></li> <li>◆ If the vessel arrived from or transited a country known to have Africanized honeybees, write the following statement: "If live bees are sighted on the ship or a container, then call a CBP Agriculture Specialist at <i>[Port telephone number]</i>."</li> </ul>
27	Officer signs

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CBP Form AI-288, Ship Inspection Report Completion Instructions  
 CBP Form AI-288, Ship Inspection Report Completion Instructions

### Instructions for Completing CBP Form AI-288 When Using for Documenting Monitoring Activities

When CBP Form AI-288 is used for documenting monitoring activities, then follow the instructions in Table A-1-4.

**TABLE A-1-4: Instructions for Completing CBP Form AI-288, When Using for Documenting Monitoring Activities**

Block	Instructions
1-3	Fill in
4-7	Leave blank
8-9	Fill in
10-19	Leave blank
20	Fill in
21-24	Leave blank
25	Fill in

### Distribution

Distribute CBP Form AI-288 as follows:

- ◆ Keep the original for the port file
- ◆ Give one copy to Master or other ship officer
- ◆ Send one copy to the CBP office at subsequent port when **any** of the following conditions apply:
  - ❖ Stores are sealed
  - ❖ Pest risk is significant
  - ❖ Vessel has a garbage violation
  - ❖ Cargo of CBP interest is to be discharged
  - ❖ PPQ Form 301-R, Remedial Measures Billing (Statement of Services)



The information recorded on this form is important to collect and a useful mechanism to track activities to transfer the results to the Activities Report: AQAS systems/WADS.